

TIPPECANOE COUNTY COUNCIL

MEETING MINUTES

TUESDAY, May 12, 2020

8:30 a.m.

Tippecanoe Room, Tippecanoe County Office Building
20 N 3rd Street, Lafayette, Indiana

Councilmembers present: President Kevin Underwood, Vice President, John Basham, Jody Hamilton, Ben Murray and Roland Winger. Attending virtually: Kathy Vernon and Lisa Dullum.

Others present: Auditor Robert A. Plantenga, and Recording Secretary John Thomas. Attorney Doug Masson attended virtually

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

President Underwood called the meeting to order and led the Pledge of Allegiance.

II. AUDITOR'S FINANCIAL REPORT – Bob Plantenga

The 2020 financial statement shows a General Fund beginning cash balance of \$12,329,109. Subtracting out the projected miscellaneous revenue, property taxes and deductions for circuit breakers leaves the total funds available of \$62,084,666. After deducting encumbrances, the 2020 Budget and minimum balances established by Council the beginning net balance is \$1,800,784. Since there were no additional appropriations approved yet in 2020, the beginning balance available for appropriations is \$1,800,784.

Revenue Report highlights include: Other Taxes/LIT (fund 0111) is a monthly receipt and is reflected in the balance. The Charges for Services may be reduced a bit because of the lack of activity in the community, including the Fairground rental and Health Department vaccines. The Revenues collected are 14.1% of budget and we are 33% through the year, but revenues will increase soon with property taxes coming in.

The fund balances show: 1) the General Fund (1000) was at \$3.316 million at the end of April which is below the Minimum Balance but that is more important at the end of the year and the fund will trend down until June when it is replenished with property taxes. The LIT Economic Development (fund 1112) has over \$14.7 million in it. The County receives \$333,000 every month for the LIT Public Safety (fund 1170) and have not had any requests nor spent any of the fund. The Adult Probation user fees (fund 2000) now has a healthier balance. The Court Services Substance Abuse (fund 2580) also now has a healthier balance but with many working from home their revenues for May will be down and three payrolls in May. The County Self Insurance (fund 4710) is at \$9.25 million with more coming in than going out. The LIT Property Tax Relief (fund 6203) comes from income taxes and is used for homestead credits. The County has been notified that it will soon receive a Supplemental Distribution of the LIT in the amount of \$5.8 million for which \$1.25 million will be deposited into the General Fund, \$1 million into the EDIT fund and \$744,000 into property tax relief.

Lisa Dullum asked if there would be any impact on revenues for the delayed penalty of late tax payments. President Underwood stated that he thought The Treasurer would cover that in her presentation.

III. TREASURER'S REPORT – Jennifer Weston

At the end of yesterday, 56% of the property taxes had been posted which is lower than usual (due to the Governor's Order that penalties are to be removed if the tax is paid by July 10), but there are several trays of mail and some large payments that need to be posted, so she feels the County is close to normal and is not too concerned. All tax payments should be posted by the end of the week.

Interest rates are in the 0.35% range which is where we knew they would be and where we were in 2015. There was a large CD that matured in April which helped our end of the month total interest

receipts of \$202,326.24. The drop in interest rates is evident on both the bank side and the investment side.

Tax distributions show the General Fund at \$445,000 and has just revised her revenue budget projection down from \$1.2 million to \$825,000 due to the rate decrease. The revenues are at 54.0% which is a little high because of the CD. As the Council's directed, the interest from the County's self-insurance fund is now deposited into the General Fund.

IV. PUBLIC COMMENT ON AGENDA ITEMS – None

V. CONSENT AGENDA

- Councilmember Basham moved to approve the consent agenda as distributed, second by Councilmember Winger. Motion carried.

A. Approval of Meeting Minutes from March 10, 2020 (There was no regular meeting on April 14, 2020)

B. Prosecutor - APS Fund 9252 SF20

Transfer	From	\$	300	Travel & Training
	To			Minor Equipment / Office Supplies
	From	\$	3,420	Travel & Training
	To			General / Machinery & Equipment

C. TEMA – General Fund 1000

Transfer	From	\$	4,000	Minor Equipment / Repairs & Maint.
	To			Overtime / Salaries
	From	\$	306	Minor Equipment / Repairs & Maint.
	To			Social Security
	From	\$	448	Minor Equipment / Repairs & Maint.
	To			Perf Retirement

D. Health – HPP/PHEP Fund 8476 SF20

Transfer	From	\$	326	Travel & Training
	To			Medical Supplies

E. Treasurer – General Fund 1000

Transfer	From	\$	700	Part Time / Salaries
	To			Office Supplies
	From	\$	54	Social Security
	To			Office Supplies

F. Voter Registration – General Fund 1000

Transfer	From	\$	7,000	Postage & Freight
	To			Office Supply Forms

G. CASA – General Fund 1000

Transfer	From	\$	11	Social Security
	To			Office Supplies
	From	\$	1	Social Security
	To			Travel & Training

H. Health – LHT Carryover Fund 4206, Khala Hochstedler

Grant Appropriation	\$	20,000	Institutional Medical Supplies
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VI. ADDITIONAL APPROPRIATIONS:

A. Board of Elections/Clerk

1. General Fund 1000

Appropriation	\$	53,563	Election Workers
	\$	4,437	Social Security
	\$	58,000	Total Requested

- Councilmember Winger moved to approve the appropriation as presented, second by Councilmember Basham.
Councilmember Winger stated that additional staff will be needed because of the expected high number of mail-in ballots this year.
President Underwood asked if there were any additional questions or comments. Hearing none he called for the vote. Motion carried.

2. Incentive IV-D Fund

Appropriation	\$	10,000	Other Professional Services
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- Councilmember Winger moved to approve the appropriation as presented, second by Councilmember Basham. Motion carried.

B. CASA – Coleen Conner presented and recommended:

CASA for Kids Fund 9107 CF20

Grant Appropriation	\$	100	Minor Equipment
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- Councilmember Murray moved to approve the appropriation as presented, second by Councilmember Vernon.

This appropriates the remaining \$100 in the 2020 CASA for Kids funds.

President Underwood asked if there were any additional questions or comments. Hearing none he called for the vote. Motion carried.

C. Sheriff – Robert Goldsmith presented and recommended:

Sheriff Donation Fund 4127

Appropriation	\$	250	Other Supplies
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- Councilmember Vernon moved to approve the appropriation as presented, second by Councilmember Basham.

The donation fund is typically used for Explorers and this appropriation will be used for T-shirts.

President Underwood asked if there were any additional questions or comments. Hearing none he called for the vote. Motion carried.

D. Community Corrections

Misdemeanant Fund 1175

Appropriation	\$	25,713	Other Professional Services
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- Councilmember Murray moved to approve the appropriation as presented, second by Councilmember Basham. This covers vehicle lease payments.

President Underwood asked if there were any additional questions or comments. Hearing none he called for the vote. Motion carried.

E. Area Plan – Sallie Fahey presented and recommended:

MPO Conference Fund 8402

Grant Appropriation	\$	10,000	Office Supplies
	\$	15,000	Other Professional Services
	\$	40,000	Travel & Training
	\$	65,000	Total Requested

- Councilmember Basham moved to approve the appropriation as presented, second by Councilmember Murray.

The MPO Conference Fund comes from the Federal Highway Administration, conference fees and sponsorships. While the conference may be rescheduled, the planning and facility rental arrangements are on-going and need to be finalized.

President Underwood asked if there were any additional questions or comments. Hearing none he called for the vote. Motion carried.

F. Health – Khala Hochstedler presented and recommended:

STD Prevention Fund 8463 FY21

Grant Appropriation	\$	27,144	Part Time Salaries
	\$	44,116	Full Time Salaries
	\$	5,451	Social Security
	\$	7,981	PERF Retirement
	\$	24,600	Other Professional Services

\$	2,500	Travel & Training
\$	4,500	Institutional Medical Supplies
\$	1,400	Office Supplies
\$	165	Long Term Disability
\$	13,589	Health Insurance
\$	109	Life Insurance
\$	131,555	<i>Total Requested</i>

- Councilmember Murray moved to approve the appropriation as presented, second by Councilmember Winger. This is for continued operation of the STD clinic through 2021. President Underwood asked if there were any additional questions or comments. Hearing none he called for the vote. Motion carried.

G. DOIT – Kent Kroft presented and recommended:

LIT / EDIT Fund 1112

Appropriation	\$	23,695	Other Professional Services
	\$	24,500	General / Machinery & Equipment
	\$	48,195	<i>Total Requested</i>

- Councilmember Murray moved to approve the appropriation as presented, second by Councilmember Basham. This is for a consultant to temporarily assist the GIS section. President Underwood asked if there were any additional questions or comments. Hearing none he called for the vote. Motion carried.

H. Highway – Stewart Kline presented and recommended:

1. LRS Fund 1169

Appropriation	\$	50,000	Repair Vehicle & Equipment
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- Councilmember Basham moved to approve the appropriation as presented, second by Councilmember Winger. This appropriates the insurance payment for a single county vehicle accident. President Underwood asked if there were any additional questions or comments. Hearing none he called for the vote. Motion carried.

2. 2020 Salary Statement	\$	42,510	Admin Asst. Comot III, Formerly Acct. Clerk
	\$	39,960	Admin Asst, Comot III, Eliminated Office Mgr.

- Councilmember Basham moved to approve the salary statement as presented, second by Councilmember Winger. This change has been approved by the Commissioners and involves revisiting position titles without any salary changes. President Underwood asked if there were any additional questions or comments. Hearing none he called for the vote. Motion carried.

I. Commissioners – Thomas Murtaugh presented and recommended:

General Fund 1000

Appropriation	\$	12,000	Postage & Freight
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- Councilmember Vernon moved to approve the appropriation as presented, second by Councilmember Basham. This covers the expected increase in mailing costs for the upcoming elections. President Underwood asked if there were any additional questions or comments. Hearing none he called for the vote. Motion carried.

VII. COMMITTEE REPORTS

- Councilmember Murray attended a virtual Carry Home Board meeting that laid out the multiyear plan for the Juvenile Alternatives program. He came away impressed with the work being done by the staff.

VIII. UNFINISHED/NEW BUSINESS

A. 2020 Council Assignments & Appointments

- Councilmember Winger moved to approve the Resolution as presented, second by Councilmember Murray.

The internal and public appointments and assignments were discussed and accepted as distributed.

President Underwood asked if there were any additional questions or comments. Hearing none he called for the vote. Motion carried.

B. Resolution No. 2020-16-CL, IDEM petition to establish a regional sewer district

- Councilmember Winger moved to approve the Resolution as presented, second by Councilmember Basham.

This is one more step in establishing a regional sewer district for Buck Creek, Colburn and Americus and is part of an IDEM petition that next goes to the Commissioners for signature. The Master Plan recommended a centrally located treatment plant for an estimated \$9 million. An application will be made for funds from OCRA Rural Development grants and Baker-Tilly will evaluate and set rates. Councilmember Basham asked why the projected cost is twice that for the recently completed Romney system and Commissioner Murtaugh noted that this will serve three communities that are separated by many miles.

President Underwood asked if there were any additional questions or comments. Hearing none he called for the vote. Motion carried.

- C. 2021 Budget Hearings will begin 08/25/2020 at 8:30 am and the evening public hearing will be 09/03/2020 at 6:00 pm. The Auditor asked that the Revenue Committee meet and discuss revenue projections for 2021. There was general agreement to meet prior to the public meetings.

IX. COMMISSIONER FYI – Tom Murtaugh presented:

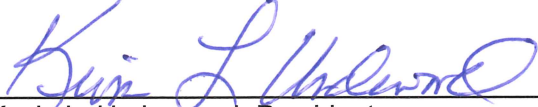
- A. The Health Department will hold its regularly scheduled COVID-19 Briefing Wednesday at 1:00pm.
- B. There will be a Department Heads meeting Tuesday noon.
- C. Highway revenues have declined so the Department is discontinuing the cooperative dust control program for the time being.

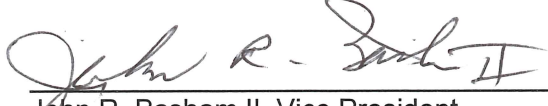
X. PUBLIC COMMENT – None

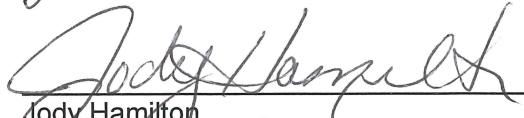
XI. ADJOURNMENT


- Councilmember Hamilton moved to adjourn, and the President adjourned the meeting.

TIPPECANOE COUNTY COUNCIL



Kevin L. Underwood, President


John R. Basham II, Vice President


Jody Hamilton


Lisa Dullum


Ben Murray



Kathy Vernon

Roland K. Winger

ATTEST:


Robert A. Plantenga, Auditor 6/9/2020

Minutes prepared by John Thomas, Recording Secretary